

Activity Exemplar: Build and explain a project status report

Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the activity.

Completed Exemplar

To view the exemplar for this course item, click the link below and select “Use Template.”



Link to exemplar: [Project status report](#) ↗

OR

If you don’t have a Google account, you can download the exemplar directly from the attachment below.



Activity Exemplar_ Status report

XLSX File



Assessment of Exemplar

Compare the exemplar to your completed project status report. Review your work using each of the criteria in the exemplar. What did you do well? Where can you improve? Use your answers to these questions to guide you as you continue to progress through the course.

Let’s review each section of the project status report:

- The milestone “purchased and installed new software to keep track of incoming orders” was completed on June 15 by the IT Specialist. The report notes that the installation took three days longer than expected.
- The milestone “begin sending test batches of Plant Pals orders to customers” was completed on June 21 by the Fulfillment Director. The report notes that the number of orders exceeded Office Green’s targets by 15%.
- The upcoming milestone “send the first batch customers an e-newsletter with a tutorial on caring for their plants” should be completed by July 7 by the Customer Service Manager. The report notes that the newsletter must follow Office Green’s brand design guidelines.
- The upcoming milestone “hit 95% of delivery dates on time” should be completed by July 19 by the Fulfillment Director. The report notes that the error rate should be under 5%.
- The issue of “10% of the plants were not properly potted” results in profit loss, customer complaints, and budget issues. The Warehouse Operations Manager is responsible for evaluating and adjusting the plant potting process.
- The issue of “the customer service team receiving only 30% of requests and complaints” results in customer dissatisfaction. The IT Specialist is responsible for fixing problems with the new customer service software.
- The issue of “the current delivery completion rate is only 80%” resulted in cancelled subscriptions. The HR Specialist is responsible for hiring and training more delivery drivers.
- The report includes an amber RAG status, since the project issues can be managed through minor changes.

Mark as completed

